

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
MAY 26, 2020
10:30 A.M.**

The Director requested the Sachem Board of Trustees to partake in a Special Board Meeting on Tuesday, May 26, 2020 through Zoom Meeting ID number 93609333529.

In participation with the web-based meeting was Robert Winowitch, Diane Longo, Dennis Flavin, Susan Tychnowicz, Marguerite Barone, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The meeting was called to order at 10:30 a.m.

The meeting began with the salute to the flag.

The Board adopted of the Agenda. (Flavin, Tychnowicz; unanimous)

Public Participation: None

Old Business

On the Director's recommendation, the Board of Trustees authorized the construction of the Technology Center/New Staff Area project to resume before staff begins to report to the Library on June 8, 2020. ACL Construction has been informed of the requirement to have a COVID compliant safety plan. (Barone, Tychnowicz; unanimous)

The Director updated the Board members with a phased plan of reopening the Library. The Director has been involved with various conference calls and meetings with County officials, the Director of SCLS and other Library Directors. The Library will begin with staff coming back into the building starting with the Department Heads and then to Full-time staff. Much thought will go in on desk spacing for staff members. The scheduling of shift rotations as well as working from home will be addressed. Presently the Library has begun a system of receiving deliveries and mail. The procedures are allowing each day's deliveries sit for 2-3 days before receiving the merchandise. Eventually patrons will have access to circulated items through curbside pickup. Returns will sit for 3 days before staff handling.

New Business

On the Director's recommendation, the Board approved the proposal from Fidele Construction Inc., 600 Johnson Ave., Bohemia, NY 11716, for the renovation of the Lower Level Men's and Women's Bathrooms in the amount of \$26,950. (Tychnowicz, Barone; unanimous)

The Director informed the Board that she will be creating drafts and policies for them to review throughout the week concerning the Safety Plan for the Library. The Director requested the Board to have a Special Board Meeting on Monday, June 1, 2020 at 10:30 a.m. to approve the final format. The Board agreed to meet on a zoom meeting on June 1, 2020. Mr. Flavin will not be available to attend.

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

Marguerite Barone